



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**Statewide Information Systems Memorandum 04-055**

To: Human Resources Directors  
Employee Administrators  
Time Administrators

Subject: Changes to Leave Quota Processing

After three years of payroll and time reporting activity in ISIS HR, we now have over 11 million employee quota records (IT2006). This growth pattern cannot be accommodated for future years, thus we must make changes to the way ISIS HR stores Annual, Sick, ST Compensatory and 1.5 Compensatory absence quotas. These changes affect compensatory leave quotas for all paid employees. They also affect annual and sick leave quotas for all employees that automatically accrue annual and sick leave each pay period. Hence, anyone who has their annual or sick quotas manually created will not convert to the new annual and sick quota process outlined below.

Beginning this pay period (14/2004), the creation of single day quota records will be discontinued and, instead, the system will create 1 calendar year quota record for each quota category: annual, sick, ST Compensatory and 1.5 Compensatory. In future years, these quota records will reflect accruals for periods 01 – 26 of that particular calendar year and any deductions from those specific earnings. For calendar year 2004 only, these quotas will reflect earnings for Periods 14/2004 through 26/2004 and relevant deductions.

In order to convert to this new method of processing, we must first perform a one-time rollup of the available balance from all existing quota records into 4 consolidated Rollup records. On Tuesday night, June 22, 2004, when time evaluation runs, the system will perform the record consolidation as follows (assuming these quotas exist for the employee and are currently deductible):

Type 90 available balances will be summed into	Quota Type 21 - Annual Rollup
Type 92 summed into	Quota Type 23 – Sick Rollup
Type 94 summed into	Quota Type 25 - ST Compensatory Rollup
Type 96 summed into	Quota Type 27 - 1.5 Compensatory Rollup

Time evaluation will also begin creating the employee's 2004 quota records (Type **20**-Annual, Type **22**-Sick, Type **24**-ST Compensatory and Type **26**-1.5 Compensatory) as they are needed. For example, accruals for Period 14/2004 will trigger the creation of the new type 20 and 22

quota records. Quota type 24 and 26 records will be created at the point the employee earns one or both types of compensatory leave hours.

These changes will have the following impact on tasks Employee Administrators perform with effective dates in Period 14/2004 or after:

- 1) *Execute Rehire Action - ISIS HR Paid (PA40)*  
*Execute Transfer II (Gaining Agency) - Non-ISIS HR Paid to ISIS HR Paid (PA40)*  
At the conclusion of these actions, users must, at some point, create Quota Corrections (IT2013) to establish the appropriate quotas and corresponding hours amounts that have been certified by the employee's previous agency.
- 2) *Creating a Time Quota Compensation, Maintain Quota Corrections*  
Users must utilize new quota types **20, 22, 24** or **26**, as appropriate. In the case of quota compensations, the system will automatically take into account any remaining rollover quota hours of that same quota category (for example, Types 20 and 21 will be summed to determine the total annual leave hours available for payout).
- 3) *Final Leave Payout and/or Reduction*  
Quota type 20 or 22 must be entered in lieu of 90 and 92, respectively (with the exception of manual quota employees). When creating a final leave payout, the requirement to change the DEDUCTION FROM date on IT2006 (in order to make the quota deductible in the last period worked) has been eliminated. The system will dynamically create a new infotype (2012) following the creation of IT2013 by the user. This new infotype will trigger the change to the quota's DEDUCTION FROM value.  
After all necessary payouts are created via IT0416, the remaining available hours for each quota must be reduced to "0.0" through creation of IT0416's -compensation method: RLA, RLB, RLL or RLK. Users will want to run ZT06 (Absence Quota Report) for the period the employee separated to determine the correct reduction amount for each quota category. It's best to run ZT06 after the leave payout has been created and time evaluation run.
- 4) *Buy Back Leave*  
Start date must reflect the day the leave is available for use.
- 5) *Correcting ZT04 EE Overcompensated LA/LB Errors*  
The requirement to change the DEDUCTION FROM date on IT2006 (in order to make the quota deductible in the last period worked) has been eliminated.
- 6) *New Time Evaluation Error messages*  
Two new time evaluation error messages have been added to ZT11 (Time Evaluation Error Messages). If they occur, the employee will be locked from further payroll processing until the error is corrected:
  - a) Negative rollover for (Quota type) (e.g., K Time 1.0, K Time 1.5, Annual or Sick); processing terminated for EE (#), (Name).
  - b) Negative Quota: (Type) Leave; processing terminated for EE (#), (Name).Steps required to resolve these errors are included in the ZT11 report descriptor.

The format of the Absence Quota Report, ZT06, will not change. Quota type numbers were removed from the report's output, since the activity for a quota category is now the sum of all

quota types for that category. For example, Annual quota is the sum of types 20 and 21 activity. Please be advised, however, that amounts displayed in the Future Lv column may be incorrect when ZT06 is run for periods prior to 14/2004.

Users ultimately only need to remember:

- ✓ We have replaced quota type 90 with 20, 92 with 22, 94 with 24 and 96 with 26.  
*The one exception to this is employees for whom annual and sick quotas are created manually. These employees will convert to new quota types 24 and 26, but will continue to use types 90 and 92 for annual and sick.*
- ✓ The rollover quota records (types: 21, 23, 25 and 27) were created for conversion purposes and these values should never be entered on ISIS HR infotype screens (e.g., 0416, 2013).
- ✓ The issue where final accruals, repurchased hours and transferred in hours were not available immediately upon creation of IT2013 is resolved, therefore, users have no need to ever directly maintain an IT2006 (Absence Quota) record.

Please feel free to address any issues or concerns you might have regarding these changes to the ISIS HR Help Desk at (225) 342-2677, options 1, then 2.